

Acknowledgment of Transfer Request

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

We hereby acknowledge the receipt of your transfer request submitted on [Insert Submission Date]. Your request is currently under review, and we will notify you of the decision by [Insert Notification Date].

Thank you for your patience during this process.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]